

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Schedule No.** 2300

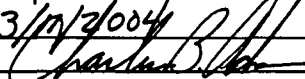
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**Agency:** Maryland State Highway Administration  
Office of Environmental Design


**Division/Unit:** Rec. Trails/Scenic  
Byways (LAD)

Item No.	Description	Retention
1	<p><b><u>Rec. Trails (RB)/Scenic Byways (SB) Project Files</u></b> These files contain the following documents:</p> <p><b>MOU/Application</b> MOU: agreement between the project sponsor and SHA Application: sponsor request for funding Award letter; by Governor to Sponsor</p> <p><b>Invoices</b> Paid invoices for reimbursement for trails or byways projects. Final invoices should have certification of project completion with the sponsor's signature. If project is complete, this file should have photos of verification.</p> <p><b>Correspondence (Incoming/Outgoing)</b> Related to the specific project implementation</p> <p><b>Subject Files</b> Contains the following items pertaining to the fiscal year projects:</p> <p>Fiscal Management Reallocation of Funds – Apportionments, Form 42 &amp; 30 General Project Summary List Advisory Committee Advocacy/Presentation (SB) Applications/Award Process Correspondence (between government agencies) DNR MOU (RT) Press Events (SB)</p>	<p>Retain in Active Files 2 years after entire fiscal funding year is complete; transfer to Inactive Files until no longer needed, then destroy.</p> <p>Retain in Active Files 2 years after entire year is complete; Transfer to Inactive Files 3 years; and then destroy.</p> <p>Retain in Active Files 2 years after entire fiscal funding year is complete; transfer to Inactive Files until no longer needed, then destroy.</p> <p>Retain in Active Files 2 years after entire year is complete; Transfer to Inactive Files 2 years; and then destroy.</p> <p>Retain in Active Files 2 years after entire fiscal funding year is complete; transfer to Inactive Files until no longer needed, then destroy.</p>

Schedule Approved by Department Agency, Or Division Representative.

Date 3/17/2004  
Signature   
Typed Name Charles B. Adams  
Title Director

Schedule Authorized by State Archivist

Date MAY 07 2004  
Signature 

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<b>Agency:</b> Maryland State Highway Administration Office of Environmental Design		<b>Division/Unit:</b> Rec. Trails/Scenic Byways (LAD)
Item No.	Description	Retention
2	<p>Project Management – This file is composed of consultant proposals, independent man-hours estimates &amp; invoices, etc. TIP &amp; STIP Information, closure</p> <p><b><u>Resource Files:</u></b></p> <p><b>Scenic Byway Resource</b> This file is composed of information related to each of Maryland's 31 Scenic Byways</p> <p><b>Scenic Byways County Resource Files</b> This file is composed of information related to County Scenic Byways programs and related heritage tourism</p> <p><b>National Scenic Byways</b> Correspondence Nominations/Designations</p> <p><b>State Scenic Byways</b>  <div> <div>Interpretations</div> <div>Context Sensitive Design</div> <div>Corridor Management Planning</div> <div>Marketing</div> <div>Mission/Criteria/Nominations</div> </div> <div> <div>Press Events</div> <div>Publication</div> <div>Guidelines Book</div> <div>Scenic Byways Book</div> <div>Signs</div> </div> </p> <p><b>Recreational Trails</b>  <div> <div>Guidelines Book</div> <div>Web Site</div> <div>Marketing</div> </div> </p>	<p>Retain in Active Files 2 years after entire fiscal funding year is complete; transfer to Inactive Files until no longer needed, then destroy.</p> <p>Maintain as Active Files. Destroy documents upon receipt of updates.</p>